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NEWS Sept 1996
LETTER

MONTANA

September 1996

State Occupational Information Coordinating Committee
Career Information System

Exciting Enhancements in MCIS for 1996-97!

INSIDE

Books Now Available in "Electronic" Form 2

Fall Training Workshops 2

Miller Named New SOICC/MCIS Director 3

Group Discounts Available 3

Take CIS for a Test Drive 3

MVA & MCA Conferences 3

New MCIS Fee Schedule for 1996-97 4

The only sure way to avoid making mistakes is to have no ideas.

-Albert Einstein

MONTANA
State Occupational Information
Coordinating Committee
Career Information System

P.O. Box 1728

Many changes have been made to both the CIS for Windows™ and Micro-CIS (DOS) programs for 1996-97. The biggest change is the inclusion of the popular Micro-SKILLS inventory at no extra charge. The feedback we received from users on the excellent insight their students and clients gain from seeing a correlation between their favorite skills and the occupations that utilize these skills has prompted us to include this tool for all CIS users. You will also note improvements to the Occupation Sort tool in the CIS for Windows™ version. Several new occupations and specialties have been added including:

NEW OCCUPATIONS	NEW SPECIALTIES
Utility Service Representatives	Actuaries
Pharmacy Technicians	Environmental Engineers
Veterinary Technicians	Pre-press Workers
Massage Technicians	Podiatrists
Archivists and Curators	Rehabilitation Counselors
	Addictions Counselors

There have been significant changes to other components as well. The occupations files now include specific information on apprenticeships which are currently active in Montana. The national school file and Montana school file are now fully compatible. The OWN files (these files include a variety of information relevant to self-employment) have been totally rewritten. The Job Search section now includes information on using the Internet as part of your job hunting process. The manual for the Micro-CIS (DOS) version has been expanded to include the complete American Index to Colleges as well as including paper copies of the aid-sort, school-sort and QUEST sort tools.

We believe that these enhancements will make MCIS easier to use and produce a more thorough career information system ever. We're sure you will agree!

The fall release of CIS for Windows™ is expected to ship by September 27th and Micro-CIS (DOS) should ship about a week later. If you haven't received your software by the middle of October, please give us a call at 800-633-0229.

Books Now Available in "Electronic" Form

We have recently published two popular volumes, *Licensed Occupations in Montana* and *Apprenticeable Occupations in Montana*. These books are not only available in regular printed format but are also published by means of Envoy, an electronic publishing program from WordPerfect.

One of the advantages of using an e-book is that users can decide if they want to print the entire book, specific pages, or view it on the computer screen. With the hypertext links users can click on an item in the table of contents and it will automatically take them to the page they want.

Both books now include current employment, wage and outlook information. The *Apprenticeable Occupations in Montana* book also has expanded licensing information for those occupations requiring licenses.

In order to be able to use the new e-book format all you need is a computer with Windows™ installed on it. The disk will contain the Envoy program necessary to be able to use the book. Each book costs only $10 (for e-book or print version) or you can get both formats for $15. To order your book (e-book or printed), simply write explaining which books you want and enclose a check. Mail to MCIS, PO Box 1728, Helena, MT 59624.

FALL TRAINING WORKSHOPS

Every year MCIS takes to the highways in order to bring users up to date on the latest advancements in our CIS software. These training workshops are also intended to inform those folks who are not currently using CIS as to how it could be used in their jobs. We strive to bring training to within 100 miles of every site and have scheduled half-day workshops in 10 communities. The training will be "hands-on" with specific exercises to help you master the functions of CIS for Windows. If you use the DOS version of Micro-CIS, feel free to attend the Windows™ session that is closest to your location. References will be made during the workshop in how the same information can be accessed in the DOS version. Specific training for Micro-CIS (DOS) users will be held in Anaconda. Remember that there is no charge for this training and you can bring more than one person. However, since space is limited. Each MCIS client is guaranteed workshop space for at least one participant. To secure your place make reservations no less than 5 days prior to the workshop. Simply call MCIS at 800-633-0229 or FAX us at 444-2638 and let us know which location you want to attend and how many participants you would like to bring.

LOCATION	DATE	TIME	LOCATION	DATE	TIME
Anaconda H.S.	Oct. 9	1-4:30	Dawson Community College	Oct. 23	1-4:30
MSU Northern - Great Falls	Oct. 14	1-4:30	Flathead Valley Com. Coll.	Oct. 30	8-12
Poplar H.S.	Oct. 15	1-4:30	Helena OPI	Nov.12	1-4:30
Billings Skyview H.S.	Oct. 21	1-4:30	Park H.S.	Nov.13	2:30-6
Miles Community College	Oct. 22	1-4:30	Corvallis H.S.	Nov.20	8-12

Miller Named new SOICC/MCIS Director

Annette Miller has been chosen as the new SOICC/MCIS Director. Annette has been the occupational analyst for the programs for the past two years. She has worked for the Research and Analysis Bureau for three years. Prior to coming to the Department of Labor and Industry she taught high school mathematics and science, specializing in students with learning disabilities. Her background as an educator and analyst gives her the ability to understand the needs of career counselors and to work with information development professionals.

"I'm looking forward to promoting career development in Montana. We are currently working with the Department of Public Health and Human Services to deliver training on MCIS to county welfare offices across the state. The goal is to get quality career and labor market information into the hands of AFDC recipients enabling them to make informed choices for their career development. We hope to work closely with the School-to-Work and One-Stop Career Center initiatives in the state as well." says Miller.

We invite you to call Annette at 406-444-2741 or E-mail her at amiller@jsd.dli.mt.gov. You can meet her in person at the MVA Conference in Lewistown, October 17-18.

Group Discounts Available

The Montana Career Information System has the latest Montana labor market information available anywhere. This information is essential to a variety of people, high school students, displaced workers, welfare recipients, at-risk youths, vocational rehabilitation clients, job service offices and individuals who want to continue their education. In order to make the software available to as many people as possible and to keep costs down we encourage groups to call us and ask about group discounts. The bigger the group, the larger the discount. Remember that the MCIS license fee allows the software to be loaded onto as many computers at a site as needed. For those users who have laptop computers and want to use the software "in the field," your site license allows for that as well. Give us a call.

Take CIS for a "Test Drive"

With the CIS for Windows product introduced last year MCIS also started a policy of sending demos to those people who are interested in using the software and want to test drive it first. We encourage anyone interested in seeing the software to take advantage of one of the training sessions listed on page two. The advantage is to be able to see how the software is used, and to be able to ask specific questions. However, if your schedule will not allow you to attend one of the training sessions call us to arrange for a demo. We send out the full version of the software, not a watered down short version. You'll have 30 to 45 days to try it for free.

MVA & MCA Conferences

MCIS staff will be attending both the Montana Vocational Association (MVA) and Montana Counseling Association (MCA) Conferences in October. Please stop by the MCIS displays and pick up a gift. This is our way of thanking you for the support and input that you have given us these past years. Our users help us make a better product. We continue to look forward to working with you to give you the type of information you need.

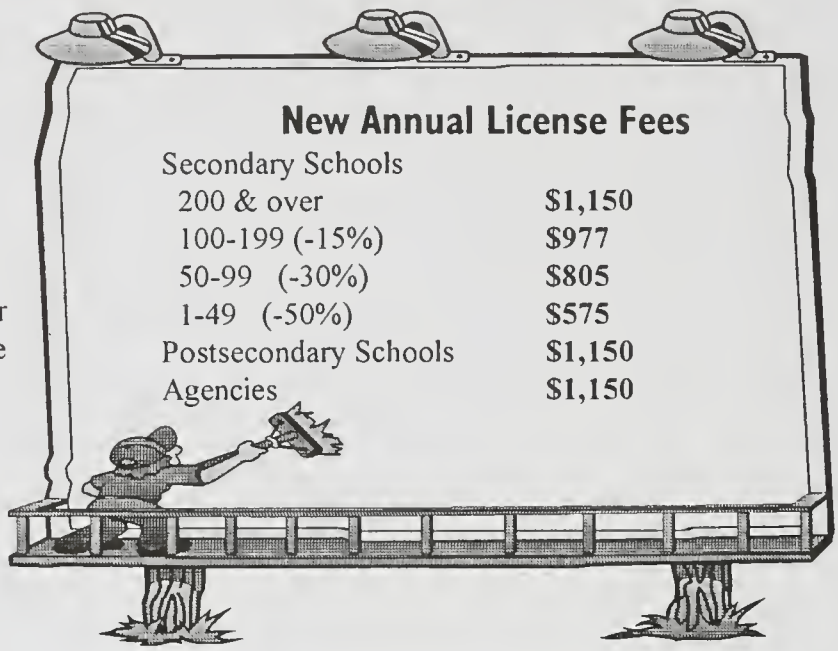
E-Mail Addresses

A fast and easy way to ask questions, or correspond with the staff of SOICC/MCIS is by the use of e-mail. Feel free to ask us questions about technical support, billing, or new orders or tell us what you think about our products and service at the following addresses:

Scott Lockwood:	slockwood@jsd.dli.mt.gov
Annette Miller:	amiller@jsd.dli.mt.gov
Rita Watson:	rwatson@jsd.dli.mt.gov

New MCIS Fee Schedule for 1996-97

Fees for the largest schools and the smallest schools have been reduced and a new component, Micro-SKILLS has been added at a reduced cost. The new fee schedule caps the top fee at $1,150 and provides special discounts for schools with enrollments under 200. These changes reflect the mission of MCIS to bring the power of up-to-date career planning information and the insights of the SKILLS program to many more Montanans in their career development process.



New Annual License Fees

Secondary Schools	
200 & over	**$1,150**
100-199 (-15%)	**$977**
50-99 (-30%)	**$805**
1-49 (-50%)	**$575**
Postsecondary Schools	**$1,150**
Agencies	**$1,150**

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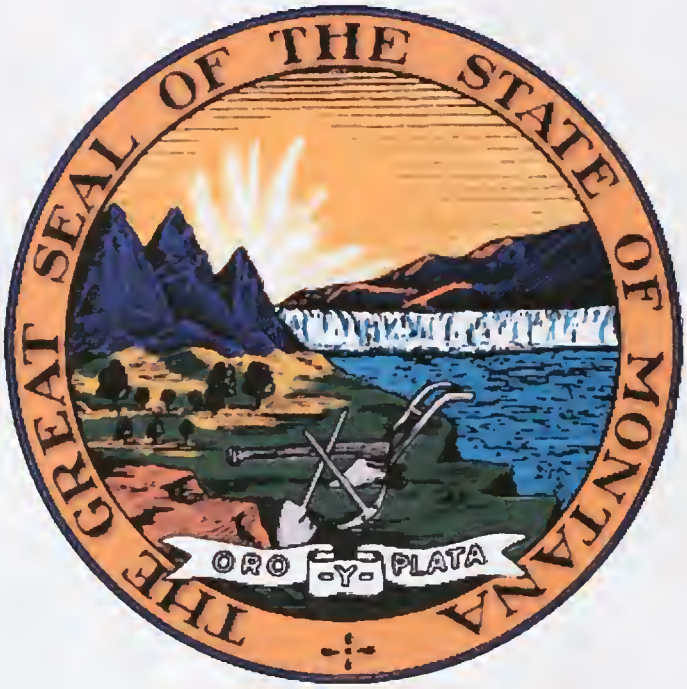

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